



**TOWN OF ARLINGTON**  
**DEPARTMENT OF HUMAN RESOURCES**

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**PAY AND CLASSIFICATION PLAN**

Effective 7/1/2013 through 6/30/2014

*Issued June 2013*



**SEIU**  
**ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL**  
**CLASSIFICATION PLAN**

| <b>GRADE</b> | <b>POSITION TITLES</b>   | <b>GRADE</b> | <b>POSITION TITLES</b>   |
|--------------|--|--------------|--|
| ATP-14       | DP Systems Manager   | ATP-7        | Local Building Inspector<br>Senior Programmer<br>Master Mechanic - Community Safety<br>Assistant Comptroller<br>Tech Resource Admin- Hous. & Disability<br>Supervisor of Bldg Maintenance<br>Supervisor of Custodians - Day<br>Supervisor of Motor Equip. Repairs<br>Park Maintenance Supervisor<br>Forestry Supervisor<br>Cemetery Supervisor<br>Supervisor of Recreation<br>Recreation Facilities Supervisor<br>Network and Desktop Support Technician |
| ATP-13       | NO POSITIONS ASSIGNED  |              |  |
| ATP-12       | Operations Manager - DPW   |              |  |
| ATP-11       | Executive Director - COA<br>Production Coordinator/Comp. Op. (SS)<br>Wire Inspector/Supt. Of Wires<br>Engineering Division Manager<br>Supt. of Building Maintenance<br>Deputy Treasurer/Deputy Collector |              |  |
| ATP-10       | Dir of Housing and Disability - Weath.   |              |  |
| ATP-9        | Senior Civil Engineer<br>Supervisor of Highway<br>Supervisor of Water & Sewer  | ATP-6        | Supervisor of Custodians - Night<br>Senior Crime Analyst – Community Safety<br>Office Manager – Health and Human Svs.  |
| ATP-8        | Plumbing and Gas Inspector<br>General Foreman  | ATP-5        | Director of Veterans Services  |
|              |  | ATP-4        | Production Coordinator/Comp. Op. (DP)<br>Administrative Assistant – Police   |
|              |  | ATP-3        | Assistant Town Clerk   |
|              |  | ATP-2        | NO POSITIONS ASSIGNED  |
|              |  | APT-1        | NO POSITIONS ASSIGNED  |

# SEIU Administrative, Technical and Professional Salary Plan FY2014

| Grade       | MINIMUM | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8  |
|-------------|---------|--------|--------|--------|--------|--------|--------|---------|
| SEIU/APT 1  | 32,059  | 33,261 | 34,509 | 35,802 | 37,144 | 38,538 | 39,982 | 41,483  |
| SEIU/ATP 2  | 35,622  | 36,958 | 38,343 | 39,780 | 41,273 | 42,821 | 44,426 | 46,091  |
| SEIU/ATP 3  | 40,429  | 41,945 | 43,520 | 45,150 | 46,844 | 48,602 | 50,422 | 52,314  |
| SEIU/ATP 4  | 46,089  | 47,818 | 49,612 | 51,471 | 53,404 | 55,405 | 57,483 | 59,638  |
| SEIU/ATP 5  | 48,395  | 50,210 | 52,092 | 54,047 | 56,072 | 58,174 | 60,357 | 62,621  |
| SEIU/ATP 6  | 50,573  | 52,469 | 54,436 | 56,477 | 58,596 | 60,793 | 63,073 | 65,437  |
| SEIU/ATP 7  | 52,846  | 54,831 | 56,885 | 59,020 | 61,233 | 63,528 | 65,910 | 68,382  |
| SEIU/ATP 8  | 54,699  | 56,748 | 58,876 | 61,085 | 63,377 | 65,753 | 68,218 | 70,775  |
| SEIU/ATP 9  | 56,612  | 58,734 | 60,937 | 63,222 | 65,594 | 68,053 | 70,550 | 73,253  |
| SEIU/ATP 10 | 58,594  | 60,791 | 63,071 | 65,436 | 67,889 | 70,436 | 73,076 | 75,818  |
| SEIU/ATP 11 | 62,108  | 64,439 | 66,854 | 69,362 | 71,962 | 74,660 | 77,462 | 80,366  |
| SEIU/ATP 12 | 67,079  | 69,594 | 72,201 | 74,910 | 77,689 | 80,634 | 83,658 | 86,795  |
| SEIU/ATP 13 | 71,775  | 74,466 | 77,257 | 80,155 | 83,159 | 86,279 | 89,514 | 92,872  |
| SEIU/ATP 14 | 78,232  | 81,166 | 84,210 | 87,368 | 90,646 | 94,045 | 97,571 | 101,230 |

**NON UNION/AFSCME  
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL  
CLASSIFICATION PLAN**

| <b>GRADE</b> | <b>POSITION TITLES</b>   | <b>GRADE</b> | <b>POSITION TITLES</b>   |
|--------------|--|--------------|--|
| ATP-14       | Town Engineer  | ATP-5        | Planner<br>Administrative Assistant / Claims Coordinator<br>Health Compliance Off/Sealer of W&M<br>Health Compliance Off/Inspections<br>Office Manager – BOS<br>Recycling Coordinator<br>Paralegal<br>Assess. Off. Mgr.<br>Office Manager – Treas. (Data Input)<br>Technical Planner – Planning & Community Development<br>Regional Energy Manager |
| ATP-13       | Public Information Officer   |              |  |
| ATP-12       | Asst. Director of Planning & Community Development<br>Asst Director of Public Works<br>Purchasing Officer<br>Economic Development Planner  | ATP-4        | Health Compliance Off/Tobacco Program<br>Sr. Loan Officer<br>Head of Circulation<br>Administrative Asst/Billing Agent HHS  |
| ATP-11       | Board Administrator<br>Psychologist<br>Director of Youth Services  | ATP-3        | Animal Control Officer<br>Senior Engineering Aide<br>Building Maintenance Craftsman<br>Administrative Asst. – Fire   |
| ATP-10       | Senior Planner and Housing Director  | ATP-2        | Junior Engineering Aide<br>Water Account Clerk   |
| ATP-9        | GIS Coordinator<br>Systems Analyst   | APT-1        | After School Instructor - Recreation   |
| ATP-8        | Geriatric Nurse Clinician<br>Public Health Compliance Officer<br>Youth Coalition Director<br>Public Health Nurse<br>Prin. Clinical Social Worker/AYCC<br>Assistant Director  |              |  |
| ATP-7        | Clinical Coordinator<br>Social Worker - COA<br>Management Analyst- Treasurer<br>Human Resources Assistant<br>Weatherization Coordinator  |              |  |
| ATP-6        | Conservation Administrator<br>Executive Secretary/AA – TM<br>Residential Housing Specialist<br>Junior Civil Engineer<br>CDBG/Grants Administrator<br>Supervisor Vol. Services<br>Management Analyst – Town Manager |              |  |

# Administrative, Technical and Professional Salary Plan FY2014

| Grade  | MINIMUM | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8  |
|--------|---------|--------|--------|--------|--------|--------|--------|---------|
| ATP 1  | 31,903  | 33,100 | 34,341 | 35,629 | 36,966 | 38,352 | 39,790 | 41,281  |
| ATP 2  | 35,450  | 36,779 | 38,158 | 39,588 | 41,072 | 42,613 | 44,211 | 45,868  |
| ATP 3  | 40,235  | 41,744 | 43,309 | 44,933 | 46,618 | 48,365 | 50,178 | 52,062  |
| ATP 4  | 45,867  | 47,587 | 49,372 | 51,224 | 53,145 | 55,136 | 57,205 | 59,350  |
| ATP 5  | 48,160  | 49,966 | 51,841 | 53,784 | 55,801 | 57,894 | 60,065 | 62,317  |
| ATP 6  | 50,328  | 52,214 | 54,174 | 56,205 | 58,314 | 60,499 | 62,767 | 65,122  |
| ATP 7  | 52,593  | 54,566 | 56,611 | 58,733 | 60,936 | 63,221 | 65,593 | 68,052  |
| ATP 8  | 54,434  | 56,474 | 58,593 | 60,790 | 63,070 | 65,434 | 67,888 | 70,435  |
| ATP 9  | 56,338  | 58,451 | 60,643 | 62,917 | 65,277 | 67,724 | 70,265 | 72,900  |
| ATP 10 | 58,312  | 60,497 | 62,765 | 65,120 | 67,561 | 70,095 | 72,724 | 75,451  |
| ATP 11 | 61,809  | 64,127 | 66,531 | 69,026 | 71,615 | 74,301 | 77,087 | 79,978  |
| ATP 12 | 66,754  | 69,256 | 71,854 | 74,549 | 77,344 | 80,244 | 83,254 | 86,375  |
| ATP 13 | 71,427  | 74,105 | 76,883 | 79,766 | 82,758 | 85,862 | 89,082 | 92,422  |
| ATP 14 | 77,856  | 80,776 | 83,804 | 86,946 | 90,207 | 93,591 | 97,098 | 100,740 |

# OFFICE ADMINISTRATIVE CLASSIFICATION PLAN

| <u>GRADE</u> | <u>POSITION TITLES</u> |
|--------------|------------------------|
|--------------|------------------------|

|      |   |
|------|---|
| OA-1 | Telephone Operator<br>Pr. Cashier/Clerk - Treas.<br>Finance Committee Secretary |
|------|---|

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|      |   |
|------|---|
| OA-2 | Sr. Clerk & Typist - Town Clerk<br>Sr. Clerk & Typist - Assessors<br>Library Assistant<br>Sr. Clerk & Typist – Library<br>Medical Records Clerk – AYCC<br>Health and Human Services Clerk |
|------|---|

|      |  |
|------|--|
| OA-3 | Pr. Acct. Cl./Bk. - Treasurer<br>Pr. Clerk & Typist – Community Safety<br>Asst. Reg. Voters<br>Output Media Handler<br>Pr. Clerk – Cemetery<br>Pr. Clerk & Sec. - ZBA<br>Sr. Clerk & Typist - Recreation |
|------|--|

|      |   |
|------|---|
| OA-4 | Pr. Clerk – DPW<br>Pr. Acct. Cl./Bk. - DPW<br>Pr. Acct. Cl./Bk. - Comptroller<br>Treasurer's Assistant<br>Zoning Assistant<br>Detention Attendant<br>Pr. Clerk & Sec. – Weatherization<br>Senior Library Assistant<br>Administrative Assistant – Recreation |
|------|---|

|      |   |
|------|---|
| OA-5 | Administrative Assistant - DPW<br>Head Cashier<br>Junior Accountant<br>Pr. Sr. Acct. Cl./Bk. - Treasurer<br>Asst. Coll. (W)<br>Asst. Coll. (E)<br>Legal Secretary<br>Information and Referral Specialist – COA<br>Administrative Assistant – BOS<br>Administrative Assistant – HR |
|------|---|

|      |   |
|------|---|
| OA-6 | Administrative Assistant - Planning and Community Development<br>Information and Technology Administrative Assistant<br>Acct./Op. Asst. - DPW<br>Asst. Coll. (RE) |
|------|---|

|      |  |
|------|--|
| OA-7 | Cash Mgr.<br>Pr. Clerk & Bk. - Library<br>Data Collector<br>Benefits Administrator |
|------|--|

**Office Administrative Salary Plan  
FY 2014**

| Grade | MINIMUM | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|-------|---------|--------|--------|--------|--------|--------|--------|--------|
| 1     | 27,858  | 28,902 | 29,985 | 31,109 | 32,277 | 33,485 | 34,742 | 36,044 |
| 2     | 29,250  | 30,347 | 31,485 | 32,665 | 33,891 | 35,162 | 36,479 | 37,847 |
| 3     | 33,345  | 34,596 | 35,892 | 37,240 | 38,634 | 40,083 | 41,586 | 43,146 |
| 4     | 34,844  | 36,152 | 37,507 | 38,915 | 40,374 | 41,886 | 43,458 | 45,089 |
| 5     | 36,413  | 37,778 | 39,195 | 40,666 | 42,191 | 43,772 | 45,413 | 47,117 |
| 6     | 39,144  | 40,613 | 42,136 | 43,715 | 45,355 | 47,055 | 48,819 | 50,649 |
| 7     | 41,493  | 43,049 | 44,662 | 46,339 | 48,076 | 49,879 | 51,748 | 53,689 |



## MC CLASSIFICATION PLAN

| <u>GRADE</u> | <u>POSITION TITLES</u> |
|--------------|------------------------|
|--------------|------------------------|

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|      |   |
|------|---|
| MC 8 | Bldg Craftsman (Planning and CD)<br>Working Foreman/Motor Equip. Rep.<br>Electrician<br>Plumber<br>Working Foreman Highway<br>Working Foreman Water & Sewer   |
| MC 7 | Motor Equipment Repairman<br>Motor Equip. Repairman - Comm. Safety<br>Working Foreman - Carpenter<br>Working Foreman - Tree Climber<br>Working Foreman – Cemetery<br>Working Foreman – Laborer<br>Working Foreman – Paint Shop  |
| MC 6 | Sr Building Custodian - AHS<br>Working Foreman – Mason<br>Telecommunications Dispatcher<br>Motor Equipment Operator III - Water<br>Water Systems Maintenance Craftsman  |
| MC 5 | Special Motor Equip. Operator III<br>Heavy Motor Equipment Operator II – Patch Crew<br>Carpenter<br>Tree Climber<br>Electrician's Helper<br>Mason   |
| MC 4 | Dispatcher - DPW<br>Senior Building Custodian - Town<br>Construction Handyman<br>Senior Building Custodian - School<br>Heavy Motor Equipment Operator II<br>Painter - Maintenance<br>Park Maintenance Craftsman<br>Motor Equipment Maintenance Worker<br>Facility Attendant |
| MC 3 | Motor Equipment Operator I  |
| MC 2 | Bldg Custodian - School   |
| MC 1 | Laborer - Natural Resources<br>Grounds Maintenance Worker<br>Laborer - Highway, Water, Sewer<br>Watchman/Laborer<br>Parking Control Officer<br>Van Driver   |

# MC Positions Salary Plan FY2014

| Grade | MINIMUM | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|-------|---------|--------|--------|--------|--------|--------|
| MC 1  | 16.04   | 16.68  | 17.37  | 18.06  | 18.79  | 19.53  |
| MC 2  | 17.27   | 17.95  | 18.65  | 19.41  | 20.19  | 20.98  |
| MC 3  | 17.68   | 18.39  | 19.15  | 19.90  | 20.69  | 21.52  |
| MC 4  | 18.22   | 18.94  | 19.72  | 20.49  | 21.30  | 22.17  |
| MC 5  | 18.89   | 19.67  | 20.44  | 21.27  | 22.10  | 22.99  |
| MC 6  | 19.94   | 20.75  | 21.57  | 22.43  | 23.33  | 24.27  |
| MC 7  | 20.84   | 21.68  | 22.54  | 23.44  | 24.39  | 25.36  |
| MC 8  | 21.47   | 22.33  | 23.20  | 24.15  | 25.10  | 26.11  |

**PROFESSIONAL LIBRARIANS  
CLASSIFICATION PLAN**

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| <b>GRADE</b> | <b>POSITION TITLES</b>  |
|--------------|---|
| L 4          | Assistant Library Director  |
| L 3          | Head of Adult Services<br>Head of Children's Services<br>Technology Librarian               |
| L 2          | Head of Technical Services<br>Branch Librarian  |
| L 1          | Adult Services Librarian<br>Adult Services/Tech. Services Librarian<br>Childrens' Librarian |

# **SALARY PLAN** **Fiscal Year 2014**

## **Professional Librarians**

| <i>Grade</i> | <i>MINIMUM</i> | <i>Step 2</i> | <i>Step 3</i> | <i>Step 4</i> | <i>Step 5</i> | <i>Step 6</i> | <i>Step 7</i> |
|--------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 1            | 44,317         | 45,980        | 47,703        | 49,492        | 51,350        | 53,274        | 55,272        |
| 2            | 49,950         | 50,808        | 52,713        | 54,690        | 56,741        | 58,871        | 61,076        |
| 3            | 54,848         | 56,904        | 59,040        | 61,253        | 63,550        | 65,934        | 68,407        |
| 4            | 61,978         | 64,303        | 66,715        | 69,217        | 71,812        | 74,505        | 77,298        |

**Patrolmen's Association,  
Ranking Officer's Association,  
and Firefighters'  
Classification and Salary Plans  
Fiscal Year 2014**

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| <b>PATROLMEN'S ASSOCIATION</b> |        |
|--------------------------------|--------|
| <b>FY13</b>                    |        |
| MINIMUM                        | 47,812 |
| MIDPOINT                       | 50,186 |
| MAXIMUM                        | 52,586 |

*\*Patrolmen have not setted for FY14*

| <b>RANKING OFFICERS ASSOCIATION</b> |        |
|-------------------------------------|--------|
| <b>FY14</b>                         |        |
| SERGEANT                            | 63,749 |
| LIEUTENANT                          | 74,586 |
| CAPTAIN                             | 86,519 |

| <b>FIREFIGHTERS</b> |        |
|---------------------|--------|
| <b>FY14</b>         |        |
| <b>FIREFIGHTER</b>  |        |
| Minimum             | 49,254 |
| Midpoint            | 51,701 |
| Maximum             | 54,176 |
| Lieutenant          | 62,844 |
| Captain             | 72,271 |
| Deputy Chief        | 83,111 |

# **Management Classification and Salary Plan FY 2014**

| <i>Grade</i> | <i>Step 1</i> | <i>Step 2</i> | <i>Step 3</i> | <i>Step 4</i> | <i>Step 5</i> | <i>RANGE</i>      | <i>Mid-point</i> | <i>Maximum</i> |
|--------------|---------------|---------------|---------------|---------------|---------------|-------------------|------------------|----------------|
| 3            | 93,555        | 97,063        | 100,702       | 104,479       | 108,398       | Step 5<br>Maximum | 112,462          | 135,190        |
| 2            | 85,050        | 88,239        | 91,548        | 94,981        | 98,543        |                   | 102,238          | 122,900        |
| 1            | 76,760        | 79,639        | 82,624        | 85,724        | 88,938        |                   | 92,274           | 110,921        |

Management 3    Chief of Police  
                          Chief of Fire (Fire and Rescue)  
                          Director of Public Works  
                          Director of Planning and Development  
                          Town Counsel  
                          Deputy Town Manager  
                          Benefits Attorney/Workers' Compensation Agent

Management 2    Comptroller  
                          Library Director  
                          Director of Inspectional Services  
                          Chief Technology Officer

Management 1    Director of Assessment  
                          Director of Human Resources  
                          Director of Health and Human Services  
                          Director of Recreation

Note: Progression through steps and the range based on performance.